

DATE: 07/15/2009

TO: City Clerk

FROM: Representative Emma Acosta

ADDRESS 2 Civic Center Plaza, El Paso, Texas 79901 TELEPHONE 915-541-4145

Please place the following item on the (Check one): CONSENT X REGULAR _____

Agenda for the Council Meeting of July 21, 2009

Appointment of Sema Gonzalez, as an alternate, to the Zoning Board of Adjustment by

Item should read as follows: Representative Emma Acosta, District 3.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Zoning Board of Adjustment

NOMINATED BY: Representative Emma Acosta DISTRICT: 3

NAME OF APPOINTEE Sema Gonzalez

(Please verify correct spelling of name)

BUSINESS ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: 79912 PHONE: _____

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Rigoberto Mendez

EXPIRATION DATE OF INCUMBENT: 04/25/2008

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: X

RESIGNED _____

REMOVED _____

DATE OF APPOINTMENT: 07/21/2009

EXPIRATION DATE OF NEW APPOINTEE: 07/21/2011

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: X

2nd TERM: _____

UNEXPIRED TERM: _____

SEMA GONZALEZ

STRENGTH – QUALIFICATIONS

- ⇒ Ability to direct a property's business and operations to maximize its performance, profitable growth and return on investment
- ⇒ Skills to plan, organize, direct and control the activities of properties through the optimal utilization of all resources available
- ⇒ Practiced in bid solicitation and contract administration
- ⇒ Experienced in preparation and implementation of annual and long-range budgets, business/operating plans, capital expenditures and operational maintenance/repair programs
- ⇒ Knowledge of lease agreements and administration of documents
- ⇒ Plan and organize events, provide administrative support for various office settings, establish guidelines, requirements and procedures for assigned programs/tasks

EMPLOYMENT HISTORY

Property Management Experience:

- Responsible for daily operations and maintenance associated with class A and B commercial buildings, lifestyle retail centers, industrial properties and business campus
- Supervised over 2.5M sf of tenant improvement, new commercial construction, vendor contracts and solicit bid proposals
- Develop & implement annual operating budgets, monthly & quarterly variance reports relative to financial, operations, capital, leasing status, income, & operating expenses, performed building audits, tenant delinquencies, co-tenancy and sales reports
- Supervise building staff, administrative, contractor management, and contract personnel
- Monitor the process of a \$2M dollar renovation project for a 120,027 s.f. building downtown Washington, DC
- Bid contracts and supervised all tenant improvements associated with 30 retail centers
- Lease administration, tenant relations, vendor files, building work orders
- Successful in lowering property taxes and operating costs

3/08-1/09	Hunt Companies, 4401 N. Mesa, El Paso, Texas 79902 <u>Portfolio Asset Manager</u>
1/04-3/08	River Oaks Properties 106 Mesa Park, El Paso, Texas 79912 <u>Property Manager</u>
8/03-1/04	Varsity Contractors, 7500 Sunland Park, El Paso, Texas 79912 <u>Operations Director</u>
2/00 – 8/02	Equity Office Properties, 7550 IH 10 West, San Antonio, Texas 78229 <u>Assistant Property Manager</u>
7/99 – 11/99	Jones Lang LaSalle, 4800 Hampden Lane, Bethesda, Maryland 20814 <u>Property Manager</u>

Sema Gonzalez

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6/98 – 7/99 The RREEF Funds, 1101 14th Street NW, Washington, DC 20005
 Building Manager

8/97 – 6/98 LaSalle Partners, 1101 14th Street N.W., Washington, DC 20005
 Property Administrator

7/95 – 8/97 JBG Companies, 2000 L Street, N.W., Washington, DC 20036
 Assistant Building Manager / Administrative Assistant

Administrative/Personnel Experience:

- Plan/organize events, implement prompt action, resolve administrative emergencies and meet deadlines
- Project officer for United Way and Army Emergency Relief Fund. Collected approximately \$1,700,000
- Coordinate & perform background clearance for employment
- Administrative support for various office settings, established guidelines, requirements and procedures for assigned tasks
- Maintained and processed personnel actions, new hires, termination etc.
- Ensure enrollment of medical, dental, life insurance and 401K contributions
- Screened applicants for qualifications and references
- Payroll procedures, processed GL tickets, balanced master control payroll accounts
- Coordinate and process state disability insurance, worker's compensation and state unemployment benefits. File quarterly taxes for payroll
- Statistical reports on a monthly, semi monthly and quarterly basis for personnel actions

7/88 – 7/95 Directorate of Community Activities, Building 11, Fort Bliss, Texas 79916
 Community Relations/Program Assistant

PROFESSIONAL ORGANIZATIONS

Board Member for the March of Dimes

Board Member for the City of El Paso Building and Standards Commission Board

The Greater El Paso Chambers of Commerce Leadership Class XXX

TECHNICAL SKILLS

MS office, Side Arm, Argus, Yardi, CTI, Skyline, JD Edwards, Terminal Security Officer, MIS
Technical Support Representative.

EDUCATION

1997 - Present BOMI Institute, Washington, DC (working on RPA designation)

1999 - 1999 Anne Arundel Community College, Glen Burnie, MD

1993 - 1995 El Paso, Community College, El Paso, TX

1989 - 1991 University of Texas at El Paso, El Paso, TX

REFERENCES provided upon request